

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT
PLANNING SERVICE FEE SCHEDULE, BUILDING PERMIT AND INSPECTION FEE
SCHEDULE, AND COUNTY FIRE MARSHAL SERVICE FEE SCHEDULE
EFFECTIVE JANUARY 1, 2025, AND AUTHORIZING THE AUTOMATIC ANNUAL
ADJUSTMENT OF FEES PURSUANT TO INCREASES IN THE CONSUMER PRICE
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RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, County Ordinance No. 2193, adopted April 10, 1973, authorizes the setting by resolution of fees for permits and services provided by the Planning and Building Department; and

WHEREAS, Government Code Section 66014 authorizes the County to recover from permit applicants the cost of processing land use applications and providing services; and

WHEREAS, Planning and Building Department staff conducted an analysis of the existing fees charged for planning services, and the staff time required to provide the services, to determine the estimated reasonable costs of providing the services and this analysis is set forth in a Fee Study, dated July 22, 2024, which this Board has reviewed in connection with this matter; and

WHEREAS, Planning and Building Department staff determined that one fee, the general plan surcharge fee, would be more appropriately placed on the Building

Permit and Inspection Fee Schedule, rather than the Planning Service Fee Schedule, and thus proposes to revise the Building Permit and Inspection Fee Schedule to include a \$40 general plan surcharge fee applicable to all residential and non-residential new and/or major addition building permits and non-residential change of occupancy permits; and

WHEREAS, County Ordinance No. 2611, adopted October 9, 1979, authorizes the County Fire Warden to review building permits and development proposals for conformance with fire codes; and

WHEREAS, County Fire staff, with support from a consultant, conducted an analysis of the existing fees charged for fire review services, and the staff time required to provide the services, to determine the estimated reasonable costs of providing the services and this analysis is set forth in a Fee Study, dated March 2024, which this Board has reviewed in connection with this matter; and

WHEREAS, notice of the proposed fee schedule amendments was provided and data supporting the proposed fees was made available at least 14 days prior to the Board of Supervisors meeting on September 10, 2024, at which meeting public comment was accepted; and

WHEREAS, in adopting the proposed fees the Board of Supervisors finds that (1) the purpose of the proposed fees is to recover staff costs to provide the service; (2) the revenue generated by the fees will be used to cover the costs to the County to

review and process permit applications, renewals, and appeals; and (3) the fees do not exceed the estimated reasonable cost of providing the service for which the fees are charged.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors hereby amends the Planning Service Fee Schedule (as set forth in Attachment A to the Board memorandum), Building Permit and Inspection Fee Schedule (to add the \$40 general plan surcharge fee as described in the Board memorandum), and County Fire Marshal Service Fee Schedule (as set forth in Attachment D to the Board memorandum), and directs the Director of Planning and Building or designee to collect the fees shown thereon and to deposit them in the County treasury.

BE IT FURTHER RESOLVED that fees will automatically be adjusted to reflect increases in the U.S. Bureau of Labor Statistics Consumer Price Index (CPI). Adjustments shall be rounded to the nearest dollar and become effective no earlier than July 1 of each year and appropriate notice shall be provided to the public 60 days prior to the adjustment effective date. Consumer Price Index adjustments shall be based on the All Urban Consumers, San Francisco-Oakland-Hayward area and shall use the percent change of that index from January through December of the year prior to the effective date, or on a substantively similar formula.

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